

Position Vacancy Announcement



U.S. Consulate General, Ciudad Juarez

NO: 10/08

OPEN TO: ALL INTERESTED CANDIDATES

POSITION: A31-222 VISA ASSISTANT FSN-7; FP-7*

OPENING DATE: 1/22/2010

CLOSING DATE: 2/05/2010

WORK HOURS: Full time; 40 hours/week

SALARY: *Not-Ordinarily Resident (NOR): Starting Salary and Position Grade FP-7* to be confirmed by Washington.

Ordinarily Resident (OR): \$216,391.10 pesos per year (FSN-7 starting salary)

(NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST OBTAIN THE REQUIRED WORK PERMIT AND/OR MUST HAVE THE APPROPRIATE RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION.)

*EFMs AND MOHs MUST HAVE AT LEAST SIX MONTHS REMAINING AT POST IF THEY HAVE A CURRENT CLEARANCE, BUT ONE YEAR AT POST IF NOT.

**The U.S. Consulate General in Ciudad Juarez is seeking two individuals for the position of
Visa Assistant for the Consular Section.**

BASIC FUNCTION OF POSITION

The Incumbent is a visa assistant performing work relating to Immigrant and Non-immigrant visas on a rotational basis. The employee is fully cross-trained to function in any role as required by visa demand and scheduling. Visa assistants carry-out responsible, detail specific duties in accordance with U.S. Immigration law to assist Consular Officers in timely adjudication of visa applications. The work is done independently and as part of static or ad-hoc teams, sometimes acting as a group or team leader. Customer attention is a priority in the delivery of quality service.

QUALIFICATIONS

Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each criterion.

- Completion of High School is required.
- One year of customer service and administrative experience is required.
- Level IV (fluent) English and Level IV (fluent) Spanish are required. (Please see page 2)
- Level II (40wpm) of typing is required. (please see page 2)
- Must possess ability to work under pressure.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful Candidacy.

- Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- All Locally Employed Staff (LES) who have less than one year working in a position are not eligible to apply.
- In adherence to the recent guidance from the government of Mexican (GOM) to comply with the Mexican Nationality Law, all Mexican-American dual nationals need to be aware that they will be recognized as Mexican nationals by the GOM. Dual nationals are hereby advised that this may affect their application for employment as well as their application for security clearance. Until further guidance is received from the Legal Office of the State Department, EFMs will continue to be hired under the American Pay Plan; however, should the new policy be implemented, their appointment may change to the Local Compensation Plan.

TO APPLY

Interested applicants for this position must submit the following or the application WILL NOT BE CONSIDERED:

- Review the complete Vacancy announcement at: <http://ciudadjuarez.usconsulate.gov>
- Application for U.S. Federal Employment (SF-171 or OF-612); or
- A current resume or curriculum vitae that provides the same information as an OF-612; plus
- Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
- Other documentation (e.g., high school diploma, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.
- Test score of English Language TOEIC or TOEFL, for non-native speaker (cost is the applicant's responsibility).
- TOEIC, Instituto de Estudios Superiores de Phoenix, Calle Misión de los Lagos # 9031, Ciudad Juarez, Chih. Tel. 656-648-2725. Attn. Rocio Barney Amores.
- The scores for level IV (fluent) are: TOEFL IBT105+; TOEFL ITP 620+; TOEIC 850+.
- Typing test maybe taken at: www.typingtest.com

SUBMIT APPLICATION TO

American Consulate General /Human Resources Office
 Paseo de la Victoria # 3650
 Ciudad Juarez, Chihuahua 32543
 Tel: 656-227-3000 ext 3146
 FAX: 656-613-0757
 E-mail: cjdjhr@state.gov

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- US Citizen;
- Spouse or child who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
- Does not receive a USG annuity of pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. MOH: Someone who: 1) has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) resides at post with the sponsoring employee.

4. OR: A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. NOR: Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniform service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: 2/05/2010

The US Mission in Mexico provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

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